

**EXECUTIVE BOARD OF DIRECTORS****\*Meeting Via Zoom\***

Agenda – Monday, June 12, 2023

(Please telephone the office nearest you if unable to attend): **Quorum Required****Merrill (715)536-9581 | Wisconsin Rapids (715)424-2581 | Wausau (715)842-0681 | Marshfield (715) 387-2626****FINANCE COMMITTEE: 5:45pm**

- AGENDA:
1. Review April/May Expenses
  2. Approve 990 for 2022 (Draft attached)

**AGENDA: 6:00 PM****I. CALL MEETING TO ORDER**

- A. Roll Call
- B. Introductions of Guests – **Michelle Van Krey (new Marathon County Board appointment)**
- C. Minutes from April 10th, 2023 Meeting – **Board approval needed**
- D. Public Comments

**II. COMMITTEE REPORTS**

- A. Executive Committee –
- B. Target Group Sector Nominating Committee – **Francisco Guerrero approved-vote required by full board**
- C. Finance Committee- **Wendy (board approval)**

**III. WIPFLI AUDIT PRESENTATION****IV. ANNUAL AUDIT APPROVAL- Motion required – Board President (2022 Audit attached)****V. LINE OF CREDIT – Motion required – Board President****VI. PROGRAM UPDATES – SERVING THE NEEDS OF OUR COMMUNITIEs – Outreach Staff**Stacie Bartelt/Jessica Bartelt, Outreach Case Managers – **Section 8 Lincoln County**Tedmund Merwin, Outreach Case Manager – **Central Wisconsin Partnership for Recovery – Wood County**Katie Schumer, Coordinated Entry Specialist/Case Manager – **Rapid ReHousing, Prevention, Tenant Based Rental Assistance, all Counties**Chandra Wakefield, Outreach Case Manager – **Permanent Supportive Housing, Emergency Housing Assistance**Jake Prichard, Youth Community Outreach Case Manager – **Youth Programs, all Counties, Family Keys – Marathon County****VII. PROGRAM INFORMATION**

- A. Weatherization
  1. YTD Production Report
  2. Quality Assurance Review Results

**NEXT MEETING: August 14<sup>th</sup>, 2023 at 6:00 PM AT THE COMMUNITY PARTNERS CAMPUS****360 Grand Avenue, Wausau, WI 54403****\*\*DINNER PROVIDED\*\***NCCAP MISSION

*The mission of NCCAP is to act as an advocate, provider, and facilitator of programs and services for low-income individuals in Lincoln, Marathon, and Wood Counties (WI). NCCAP seeks to create opportunities for people and communities to obtain skills, identify and utilize resources, and explore innovative options necessary to reduce poverty and increase self-sufficiency.*



## North Central Community Action Program- Board Meeting Minutes-4/10/23

The regular meeting of the Board of Directors of North Central Community Action Program, Inc. was held on Monday, April 10, 2023 via Zoom as individual Board members and staff logged in from their remote locations. The meeting was called to order at 6:00 pm by Vice President Kieper.

Pam took roll:

Present	Absent	Staff
Blaser	Lemmer (ex)	Diane
Kieper	Fischer (ex)	Pam
Rotter	Valenstein (ex)	Tony
Breit	Lang (ex)	Katie
Robinson	McGivern (ex)	
Osness		
Ashbeck		
West		
Hebert		
Nyen		

Minutes: Holly Kieper asked if there were any changes or questions. A motion was made by Lenore Breit to accept the minutes as presented. Second was made by Shane Blaser. Motion carried.

Finance Committee did not meet. Pam reviewed the balance sheet and statement of Revenue and expenses with the full Board. Pam discussed the year end entries for the new Lease standard. Lenore asked about the requirement and Pam explained the software Wipfli used to create the entries for our financial statements. Pam reported several changes have already taken place since our budget was approved. We received an additional \$1 million in weatherization funds in the current contract and the 2023-2024 contract which starts in July. Budgeted expenses for Sub Contractor, measures, audit fees due to the lease standard, and insurance due to bond insurance in the weatherization program will all increase substantially. A motion was made by Norbert Ashbeck to accept the reports as printed. Second was made by Steve Robinson. Motion carried.

Annual Audit Update: Pam reported we have the same audit partner, Stephanie Cavadeas, however, the audit team is 3 auditors that are new to our agency. They have been finishing our audit review over several weeks which hasn't ever been done before. They are planning on presenting the audit at our June meeting.

CSBG 2022 Annual expenditure reports: Diane reviewed the year end reports for 2022 CSBG and 2022 CSBG Cares Act funding. 54 AmeriCorps members served in the program during 2022. Homeless prevention and emergency housing assistance was provided to 8,814 individuals, and 18,632 program resource & referral services were provided. Diane reported the WERA rental assistance program ended 1/31/23. Diane discussed the three year CSBG Cares act grant and technology upgrades, policy changes, and many individuals served to prevent eviction throughout the pandemic. 1,855 individuals were

served in 2022. A motion was made by Lenore Breit to approve the 2022 CSBG and CSBG Cares Act funding reports as presented. Second was made by Steve Robinson. Motion carried.

Update on Community discussions surrounding Homelessness: Diane discussed her presentation to the Wausau City Council with Ben Lee and discussed resources available to assist the homeless population in the Wausau area including the Dept. of Corrections 18 unit building and the 5 units available at Hope house. Lenore Breit pointed out the housing shortage is not ending any time soon. Katie discussed working with the United Way homeless committee in South Wood County. Katie reported we have not found any homeless people in the South Wood County area during the point in time count for the past 3 years. Katie reported more people are actually doubled up because there is not enough affordable housing. Mayor Shane Blaser discussed the possibility of talking with developers looking at building housing units but they would most likely be for a higher income population.

Weatherization Report: Tony reported our current deferral rate is up to 41%, 320 units have been completed to date in the contract as well as 45 Limited baseload jobs. Tony reported the unspent additional funds at the end of June will carry over into the new contract. The Quality assurance review is still on-going but we do not anticipate any issues.

Holly Kieper declared the meeting adjourned at 6:43 pm.

Next Meeting Date: Our next meeting will be June 12, 2023, via Zoom.